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2002 EMT RECERTIFICATION

BULLETIN

Dear EMT-Paramedic:

The following items apply to your upcoming EMT-Paramedic Recertification. Please read carefully:

The following recertification requirements must be completed by December 31, 2002.

1. **REFRESHER COURSE** - Successfully complete an OEMS approved 48-hour Paramedic Refresher Course; and
 2. **25 CONTINUING EDUCATION HOURS** - Earn 25 hours of continuing education approved at the EMT-Paramedic level in addition to the refresher course; and
 3. **RECERTIFICATION APPLICATION AND FEE** -File your *signed* application and a \$75.00 non-refundable fee made payable to: Commonwealth of Massachusetts. Please do not send cash. The recertification application and fee should be postmarked by December 31, 2002.
- **Your current certification will expire on April 1, 2003.** The period between January 1 and March 31, 2003 provides an opportunity to resolve any discrepancies and to process recertification. You may continue to work as an EMT-Paramedic on an ambulance until April 1, 2003.
 - **OEMS no longer requires that you submit a copy of your current ACLS and BLS/CPR certificates.** Ambulance Regulations require current ACLS and BLS/CPR certifications to work on an ambulance and that proof of these certifications must be kept on file at your place of employment as an EMT-Paramedic.

Important Information Regarding Continuing Education!!!

ENCLOSED IS A COMPUTER PRINTOUT OF YOUR TRAINING RECORD THUS FAR.

Effective January 1, 2001 OEMS will only provide continuing education printouts in response to a written request. Use OEMS form #200-45 "Request for Continuing Education Printout" to receive a future Continuing Education summary. Form #200-45 is available for download from the OEMS website at www.state.ma.us/dph/oems.

(continued on reverse)

About your printout...

- The completed requirements are indicated by “YES”
- Incomplete requirements are indicated by “NO”

For your convenience, we have listed every course for which you received credit. If your personal record differs from the printout, complete the enclosed Discrepancy Form and send it to OEMS. Only those courses for which OEMS received rosters prior to September 1, 2002 will appear on your printout.

There are a number of reasons why a course you attended may not be listed on your printout.

- Course roster arrived at OEMS after printouts were produced and mailed;
- Course roster has not been submitted to OEMS by the instructor;
- You failed to sign a roster, therefore no credit can be given;
- Your EMT number and name are unreadable on the roster;
- You have listed the incorrect EMT number on the roster;
- The course was not approved for credit by OEMS.
- Course completion certificate, grade report or other proof of completion not received by OEMS.

Before you submit a discrepancy form, please check with the training institution or instructor. Also, be sure to check the number of hours approved for each continuing education program. Some programs are approved for fewer hours than requested.

If your discrepancy involves teaching credit, be aware of the following:

- There is a cap on teaching credit, the maximum credit allowed is 10 hours;
- Credit for teaching or assisting with EMS related programs is earned at the rate of one credit hour for two teaching hours;
- If you teach a continuing education program you may claim credit for either taking the course or teaching it, not both;
- To obtain credit for CPR instruction, you must be a CPR instructor and you must submit copies of the rosters or other records documenting dates and types of courses taught;
- Co-instructors of the same program must share credit hours.

Do NOT call OEMS until you have done all of the following:

1. **Checked with the training institution or instructor to be sure the roster was sent to OEMS on or before September 1, 2002; and**
2. **Verified with the training institution or instructor the OEMS approval number and the number of hours for which the course was approved; and**
3. **Submitted a completed Discrepancy Report form to OEMS.**

REMEMBER!

- You may earn a maximum of 24 hours for M&M Rounds approved at the EMT-Paramedic level during your certification period.
- You will not receive continuing education credit for courses approved only at the Basic and/or Intermediate level towards your EMT-Paramedic recertification.

Continuing Education printouts will not be automatically provided to you in the future. You are responsible for keeping a record of the dates and OEMS Approval Numbers for all courses you attend.

Non-refundable fee of \$75.00 must be payable to: COMMONWEALTH OF MASSACHUSETTS.

Personal Check, bank check or money order is acceptable. Please do not send cash.

Read and sign the recertification application. Unsigned or incomplete applications will be returned.

**REMEMBER TO INCLUDE YOUR EMT NUMBER ON EVERYTHING YOU SEND TO OEMS
NO FAXES, PLEASE**

Visit our website
www.state.ma.us/dph/oems